

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

**Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Thursday, October 20, 2016  
5:30 PM**

*Arlington High School  
School Committee Room  
869 Mass Avenue, 6th Floor  
Arlington, MA 02476*

*Open Meeting*

*Approval of P&P Minutes of October 6, 2016*

*Public Participation*

*JJF Student Activity Fee Audit Reports Policy*

- *Superintendent's report regarding availability of Comptroller*
- *Mr. Hayner's report on other school policies on Student Activity Funds*

*Discuss Polices, JF, JF-F1, JFAB, JFABC, JFABD, JH-D, JH, JH-E, JHE-1*

- *The following statements are from legal counsel regarding these policies, all address issues relating to school:*

- *JF School Admission*
- *JF-E-1 School Admissions*
- *JFAB Admission of Non Resident Students*
- *JFABC Admission of Transfer Students*
- *JFABD Homeless Students: Enrollment Rights and Services*
- *JHD Exclusion and Exemptions from School Attendance*

*The following create inconsistencies, legal recommends clarifying and combining these into a comprehensive policy.*

- *JH Student Absences and Excuses*
- *JH-E Attendance Policies and Procedures*
- *JH-E-1 Student Absences For Observance of Major Religious Holiday*

*Set time and date for additional meetings*

*New Business*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Bill Hayner, Chair*



## Town of Arlington, Massachusetts

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### JJF Student Activity Fee Audit Reports Policy

#### **Summary:**

- Superintendent's report regarding availability of Comptroller
- Mr. Hayner's report on other school policies on Student Activity Funds

#### **ATTACHMENTS:**

Type	File Name	Description
□ Reference Material	JJF_Student_Activity_Accounts_-_March_2016_Bill_to_review_10_20_2016.docx	JJF Student Activity Accounts

## **STUDENT ACTIVITY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

## **Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

**NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.**



## Town of Arlington, Massachusetts

### Discuss Polices, JF, JF-F1, JFAB, JFABC, JFABD, JH-D, JH, JH-E, JHE-1

#### Summary:

- The following statements are from legal counsel regarding these policies, all address issues relating to school:
  - JF School Admission
  - JF-E-1 School Admissions
  - JFAB Admission of Non Resident Students
  - JFABC Admission of Transfer Students
  - JFABD Homeless Students: Enrollment Rights and Services
  - JHD Exclusion and Exemptions from School Attendance

The following create inconsistencies, legal recommends clarifying and combining these into a comprehensive policy.

- JH Student Absences and Excuses
- JH-E Attendance Policies and Procedures
- JH-E-1 Student Absences For Observance of Major Religious Holiday

#### ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/>	Policy jf_School_Admissions_10_20_2016.pdf	JF School Admissions
<input type="checkbox"/>	Policy jf-e-1 SCHOOL_ADMISSEIONS_10_20_2016.pdf	JF-F-1 School Admission
<input type="checkbox"/>	Policy JFAB_Admission_of_non_resident_students_2007.doc_10_20_2016.pdf	JFAB Admission of Non Resident Students
<input type="checkbox"/>	Policy jfabc_Admission_of_Transfer_Students_10_20_2016.pdf	JFABC Admission of Transfer Student
<input type="checkbox"/>	Policy jfabd_HOMELESS_STUDENTS_ENROLLMENT_RIGHTS_AND_SERVICES_10_20_2016.pdf	JFABD Homeless Students Enrollment Rights and Service
<input type="checkbox"/>	Policy jhd_EXCLUSIONS_AND_EXEMPTIONS_FROM_SCHOOL_ATTENDANCE_10_20_2016.pdf	JHD Exclusions and Exemptions from School Attendance
<input type="checkbox"/>	Policy jhd_STUDENT_ABSENCES_AND_EXCUSES_10_20_2016.pdf	JH Student

- ❑ Policy jn\_STUDENT\_ABSENCES\_AND\_EXCUSES\_10\_20\_2016.pdf
- ❑ Policy jh-e\_ATTENDANCE\_POLICIES\_AND PROCEDURES\_10\_20\_2016.pdf
- ❑ Policy jh-e-1\_(1)STUDENT\_ABSENCES\_FOR\_Observnce\_of\_Major\_Rel\_Hol\_10\_20\_2016.pdf

Absences  
JH-E  
Attendance  
Polices and  
procedures  
JH-E-1  
Student  
Absences  
for  
Observance  
of Major  
Religious  
Holidays

## SCHOOL ADMISSIONS

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

### Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

**LEGAL REFS.:** M.G.L. 15:1G, 76:1, 76:5, 76:16

**CROSS REFS.:** JEC, Entrance Age

**Revised:** **February 6, 2006**

## SCHOOL ADMISSIONS

### Admission to Course of Study

- (1) Each and every course of study offered by a public school shall be open and available to students regardless of race, color, sex, religion, sexual orientation or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one sex, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
- (2) The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, sexual orientation or religion of that student.
- (3) The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, sexual orientation or national origin.
- (4) Each student, regardless of race, color, sex, national origin, sexual orientation, religion, or limited English-speaking ability, shall have equal rights of access to courses of study and other opportunities available through the Arlington Public Schools, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
- (5) Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A 603 CMR 26:01; 26:02; 26:03

## **ADMISSION OF NONRESIDENT STUDENTS**

The Arlington School Committee may grant permission to any student to attend Arlington Public Schools if a student moves out of Arlington after the end of spring vacation, or a high school senior whose family moves out of Arlington after January 1<sup>st</sup>. In each case, the student would only be able to stay in the Arlington Public Schools until the end of the school year.

Students attending the Arlington Public Schools on a j-1 visa shall not be charged tuition by the Arlington Public Schools.

LEGAL REFS.: M.G.L. 76:5 and 76:6

CROSS REFS: JFBB, School Choice

Revised and Approved: April 10, 2007

#### **ADMISSION OF TRANSFER STUDENTS**

A student may withdraw from a Commonwealth charter school at any time and enroll in the school district in which said student resides. To maintain enrollment stability, encourage promotion based on academic standards, and discourage social promotion, the school district will consult with the student's charter school regarding placement and eligibility for graduation and enroll the student at the grade level the school district determines appropriate.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student-seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

The Arlington Public Schools will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the Arlington Public Schools including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the Arlington Public Schools, students who enroll in the Arlington Public Schools from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

SOURCES: Massachusetts Department of Elementary and Secondary Education, MGL CH 12, Section 11, MASC February 2011

Revised and approved by the Arlington School Committee September 22, 2011

***Arlington Public Schools***

## **HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFS.: Title I, Part C  
No Child Left Behind Act, 2002

**Adopted:**      **January 5, 2005**

## **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

### **Denial of Admission**

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;

Having been expelled during the same school year from this district or any district in the Commonwealth;

Not being a resident of the District and the District has opted not to participate in the School Choice Law unless otherwise provided for in Policy File JFAB;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

LEGAL REFS.:      M.G.L. 71:37H; 76:12; 76:12A; 76:12B  
                      603 CM 26:00

## **STUDENT ABSENCES AND EXCUSES**

Regular and punctual school attendance is essential for success in school. The Committee does recognize, that parent/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parent/guardians will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Absences due to observance of major religious holidays will not be included as absences for the purpose of attendance awards or recognition.

Students shall have five school days to make up or complete any classwork or homework assigned during a major religious holiday.

LEGAL REFS.:      M.G.L. 76:1; 76:16; 76:20

## **ATTENDANCE POLICIES AND PROCEDURES**

One of the major aims of Arlington High School is to teach students to be responsible. We try to achieve this aim through many phases of our programs. Requiring students to be regular in attendance and to be punctual in reporting to classes are ways of developing responsibility and good habits. Attendance is and should be the responsibility of the students and the parent/guardians. Too much costly teacher and administrative time is spent on attendance related matters -- time that could be better served to improve the educational experience for those who really want it.

Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility -- all important components of adulthood. Also, good attendance at work is expected and rewarded in the adult world.

A firm, fair, reasonable, and well-understood attendance policy is a must. Every student and parent/guardian should know exactly what the philosophy of Arlington High School is as it relates to attendance and what is required for earning credit for a course of study. The learning experience that takes place in the classroom environment is considered to be a meaningful and essential part of the educational structure. Time lost from class in terms of opportunity for interaction and exchange of ideas between teacher and student is cause for concern. Classroom attendance is considered to be an integral part of the student's course of study, and hence, an integral part of the teacher's evaluation of the student's grade for the course.

The following policy is in effect:

1. Students are expected to be present at Arlington High School on all days that school is in session. Massachusetts General Laws Chapter 76, Section 1 states: "Every child between maximum and minimum ages...attend school during the number of days required by the Board of Education. The Superintendent may excuse cases of necessary absences." Section 2 of the same Chapter stipulates "Every person in control of a child...shall cause him/her to attend as...required." These laws refer to the compulsory school attendance ages but clearly the intent of the law is to develop in all students the practice of regular school attendance.
2. Policy of Arlington Public Schools does not enumerate specific exceptions to the school attendance law. It is the feeling of the Arlington High School faculty and administration that, illness (verified by a physician if appropriate), family emergencies (crisis, unforeseen happening), and religious observations would qualify as acceptable reasons for absence. Family vacations in most cases would not.
3. Within the framework of points 1 and 2 above, students are expected to attend school on all days school is in session, and attend all classes on those days.

4. Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that: maximum allowable absences in a given student's circumstances. Perfect attendance for all students, as unattainable as that goal may be in a practical sense, should be the goal for all students individually.
5. Classroom teachers/homeroom teachers are responsible for ascertaining a child's presence in school, recording each student's attendance on a daily basis and maintaining records of attendance should disputes as to a student's attendance arise.
6. A student absent more than 16% (one out of every six) of the classes in a marking period for any reason will receive a failing grade for that marking period. In the world of work, attendance that bad would result in most employees being fired. Seniors during fourth quarter will be limited to the same rate of absences, but which, of course, will be a smaller number.
7. A student who exceeds the limit will be withdrawn/failed from that course and assigned to a directed study for the remainder of the year, regardless of their class standing.
8. Extended absences for reason of illness or serious family problems may be excused by the House Deans if the proper documentation is established by the student as soon as the issue surfaces.
9. It is the responsibility of the student (and parent/guardians) to see that the proper documentation for all absences is provided to the House Dean in a timely fashion. Lacking such documentation, the classroom teacher will activate section(s) six (6), seven (7) of this policy either or both, whichever applies. There will be no long term retroactivity on previous absences.
10. Students may be excused from strict adherence of the "no more than 16%" per term rule as described in #6 for some special school-sponsored programs approved by the Principal. However, the intention of the grading/attendance policy is to limit the number of classes missed in a subject and it is the responsibility of the student to see that the combination of different circumstances (illness, cuts, approved school absences) does not exceed seven. Generally, student absences will be approved if the school requires the students' presence elsewhere.
11. Because some students will be ill for extended periods or have special problems that would involve extenuating circumstances, a Review Board will be established to consider appeals. Students (and parent/guardians) may appeal to the Attendance Review Board if they are not satisfied with the House Dean's decision. A further appeal to the Principal or his/her designee can be made if the student (or parent/guardian) is not satisfied with the Review Board's decision. The Principal's decision will be final. The Review Board will consist of two teachers, two students, and an administrator. The teachers and students will be chosen from groups of each respectively who volunteer to serve in that capacity.

On a peripheral but related issue: The last five days of each marking period should be free of all field trip, assembly, or special program activities. Quarterly exams and review for them should take precedence over all activity during that period.

Arrival

Students must be in their homerooms by 8:00 AM. Students arriving after 8:00 must report to the House Dean, make out a TARDY SLIP and proceed to homeroom or class according to time of arrival.

## **STUDENT ABSENCES FOR OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS**

### **A. General Provisions Relating to Religious Observances**

For any and all days of religious observance, the following shall apply:

1. Students absences for this reason shall be excused and shall be disregarded for the purposes of determining perfect attendance.
2. Ample and flexible accommodations shall be made to assist students in making up class work. They should be given sufficient time to do so with the expectation that they will be neither studying on those days.

It is also expected that these and other religious observances will be taken into consideration in a sensitive matter when scheduling ancillary activities such as school photographs, after school and evening programs, etc.

### **B. Provisions Relating to Specified Religious Observances**

On days of major religious observance where school is in session and it is expected that significant numbers of students will be absent the following shall apply:

1. For students, there shall be no tests, quizzes or other such examinations scheduled and no projects and other such assignments due. Where appropriate to the holiday observance, this shall apply to the following day as well.

The religious observances to which these provisions apply are as follows:

- Rosh Hashanah\*
- Yom Kippur\*

(\* Note that these observances begin the preceding evening.)

Other similar days of religious observances may be added to this list as they are identified.

The dates of these observances shall be duly noted as an integral part of the school calendar, and reminders shall be issued to staff sufficiently in advance of these dates that the intent of the policy can be carried out.

The Superintendent shall take note of religious observances when significant numbers of students are absent and shall periodically review the above list of religious observances and report to the Committee together with any recommended changes to the list.

**Adopted: July 2006**



## Town of Arlington, Massachusetts

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**Submitted by Bill Hayner, Chair**